

**West Horsley Neighbourhood Plan Steering Group
Minutes from Meeting on Wed 13 April, 2016 at West Horsley Village Hall**

Present for WHNPSG: Nicky Adams, Peter Bennett-Davies, Elaine Best, Sarah Christiansen, Paul Dodgson (chairman), Nigel Farley, Frances King, Julia McClung, Martin O'Hara, Claire Richards, Robert Treble, Sue Vaughn-Jones, Catherine Young

Actions

Steering Group Member Changes

PD reported that Tina Grace has resigned from the Group.

CY introduced Claire Richards to the Group. CR has joined the Environment Sub-Group.

MOH to meet JC-B to update him on the SG progress.

MOH

Open House

General

PD has drafted a one-page handout. JM to edit and forward to RT. RT to organise printing of 200 copies.

JM/RT

Emphasis is very much on explaining what a Neighbourhood Plan *can* do whilst being honest about what it can't do. Main purpose of the event is to inform people and to get more people involved.

JM to organise signing in sheet/data capture list of attendees.

JM

JM to organise enlarged timeline and a list of all local groups for display.

JM

JM to design a SG business card and send to RT. RT to organise printing.

JM/RT

RT to forward his display sheets (with details of fonts) to sub-group leads for consistency.

RT

SC bringing sashes, balloons and NP banner.

SC

Sub-Group Displays

Finalised titles of sub-groups are:

- Infrastructure & Community Policies
- Environment & Landscape
- Community Assets & Business Economy
- Housing & Design

Each sub-group to prepare its own presentation board and materials.

Sub-Groups

FK to bring additional (WHIPs) boards along.

FK

Boards to include a list of specific skills the Sub-Groups need.

<p>Sub-groups to each have clipboards for:</p> <ul style="list-style-type: none"> - recording unanswered questions - collecting details of individuals interested in supporting their groups. 	Sub-Groups
<p>EB to email CY about photos for Community Assets board.</p>	EB
<p>Local Plan Display PB-D to provide A1 size map of Parish showing proposed build sites.</p>	PB-D
<p>Not expecting many Parish Councillors to attend.</p>	
<p>JM to email GBC Ward Councillors inviting them to attend.</p>	JM
<p>Refreshments FK to provide the tea/coffee and biscuits. FK/JM to serve.</p>	FK/JM
<p>Finance EB reported that the 2016/17 budget was approved as presented by the Parish Council.</p> <p>Any future payment for £250 or more has to go through the PC Finance Group.</p>	
<p>MOH/EB working on grant application form. RT to liaise with MOH about producing an amended the timeline to accompany the application.</p>	RT/MOH
<p>PC has requested a three-monthly finance report. FK to action.</p>	FK
<p>FK to re-imburse JM for cost of window stickers and VT for cost of photos; and to settle bill for room hire.</p>	FK
<p>Any Other Business rCOH</p>	
<p>JM to chase Neil Homer for list of policies and corresponding templates.</p>	JM
<p>JM to request rCOH provides a monthly tally of hours.</p>	JM
<p>Mapping NA volunteered to oversee mapping for Sub-Groups. NA to forward a base map to JM for circulation.</p>	NA/JM
<p>Terms of Reference EB confirmed that the Terms of Reference were approved by the Parish Council. FK to forward final draft to JM. JM to post on website.</p>	FK/JM
<p>Date of Next Meeting Wednesday, 11 May at 7.30pm, Cedar Room</p>	